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ACKNOWLEDGMENTS

With many thanks to all who contributed to the production of this document, I am grateful both for the discussions held within the School and the direct input of individuals. I, and the School, are particularly indebted to Carolyn Jackson, Kim Spurway and Julian Trofimovs for their invaluable help in preparing this Handbook. Research within the School of Social Sciences, as for the University more widely, is a dynamic and constantly evolving entity and this Handbook can only touch upon some of the exceptional talent of researchers within SoSS. As members of SoSS have noted, the School is home to a rich diversity of research areas, practices, commitments and methodologies. This renders us unique, and uniquely compelling, among Schools of Social Science, both domestically and internationally. This Handbook thus represents a snapshot of and guide to our culture and practices and is by no means an attempt to fix the parameters of what we do: challenging boundaries is something we are proud to be constantly engaged in.

February 2014

Dr. Penny Griffin, (Chair) School Research Committee
1. INTRODUCTION

‘UNSW’s aspiration is to continuously improve our position as a leading research intensive university in the Asia-Pacific region, focusing on contemporary and social issues through defined strengths in professional, scientific and technological fields.’  

UNSW B2B Blueprint to Beyond

‘We combine time-tested traditions of scholarship with progressive new ways of thinking, and apply that knowledge to the challenges of the contemporary world. We make a significant contribution to public debate and the formation of effective policy. By forming genuine partnerships, our research generates outcomes with real social impact and community engagement.’  

FASS 2013 About Us

Continuing to produce excellent research is core to the purpose of the University of New South Wales (UNSW). We are committed to building on our position as a global leader in research. This means constantly developing our research capability, nurturing a strong research culture and engaging effectively with research communities. This Research Strategy and Handbook sets out how the UNSW’s School of Social Sciences (SoSS) develops and delivers its research program to meet these goals. It is intended as a resource for researchers within and beyond the School and provides an overview of the School’s current research program, professional development opportunities and important information on obtaining and administering funding for research.

Companion documents

Leadership and Strategic Goals for the School of Social Sciences 2013

SOSS Learning and Teaching Handbook 2013

SOSS Staff Handbook 2013
STRATEGIC OVERVIEW

Who we are

SoSS is one of four Schools in the Faculty of Arts and Social Sciences at UNSW. Our researchers are scholars at the forefront of a wide range of social science and humanities disciplines and professions, including anthropology, criminology, sociology, social work, development studies, policy, international relations and political science.

Our research capability is extensive. Our staff are actively engaged in research and generate new research income of more than $2.4 million (AUD) each year. Our research is widely recognised for its intellectual excellence and social impact. SoSS has two research centres, the Centre for Refugee Research and the Centre for Gender Related Violence Studies, and four research networks, the Globalisation and Governance Network, the Biopolitical Studies Research Network, the Social Research and Policy Network and the Gender Violence Research Network. The School Research Convenor works with the School Research Committee to supervise and implement our research strategy as well as our engagement with other Schools and Centres throughout UNSW.

The collaborative and collegiate nature of the School’s research culture enables the School to attract and retain research and academic staff and postgraduate students of the highest quality. The School has strong links with the international research community and has an established visitor program.

SoSS research highlight

International impact - Associate Professor Eileen Pittaway and Dr Linda Bartolomei

*Survivors, Protectors Providers, Dialogues with Refugee and IDP Women and girls in seven countries*

As part of the UNHCR Commemorations of the 60th anniversary of the refugee convention, SOSS’s Centre for Refugee Research was commissioned by UNHCR Geneva to conduct consultations with Refugee and IDP women and girls in India, Jordan, Colombia, Zambia, Uganda, Thailand and Finland, to determine their protection needs. The results of this work have been used to inform government undertakings. Eileen Pittaway and Linda Bartolomei worked with refugee women to make presentations at UN meetings in June and December 2011 on this project. The results will inform a forthcoming book, “The Global Situation of Refugee Women and Girls”.
Our research achievements

SoSS is currently ranked one of the world’s leading producers of high quality research in human society and in policy and administration. In 2013, both the Times Higher Education and Quacquarelli Symonds (QS) World University Rankings placed Social Sciences at UNSW in the top 50 in the world. In 2012 SoSS research was ranked first in Australia by the prestigious Excellence in Research Australia Initiative (ERA), which is a national assessment of University sector quality. There is more information on SoSS and UNSW world rankings in Section 4.

SoSS research highlight

Scholarly award – Associate Professor Duncan McDuie-Ra

In 2013, Duncan McDuie-Ra’s book *Northeast Migrants in Delhi: Race, Refuge and Retail* (Amsterdam University Press, 2012) was awarded a prize for the ‘Most accessible and captivating work for the non-specialist reader in Social Sciences’ by the International Convention of Asia Scholars.

There are two other widely used indicators that track the competitiveness of our research. These are based on publication output and our generation of research income. Our publication output is measured using the Australian Government’s *Higher Education Research Data Collection* (HERDC) system.

SoSS research publications are substantial and continue to increase. In 2011 and 2012 SoSS generated the highest total amount of publication points in our Faculty. This represented an increase of almost 130% on that achieved in 2003.

![SOSS Publications 2003-12 (HERDC points)](chart.png)
From 2009 to 2012 SoSS has averaged $2,386,394 in new research income.¹ This income flows from a variety of highly competitive sources including the Australian government, other public sector organisations, the private sector and industry. For measurement purposes, research income is classified into three main categories: Category 1 represents Australian competitive grants, Category 2 other public sector grants and Category 3, industry and other research grants. In 2012, SoSS’s Category 1 research income increased by 28%.

SOSS Annual New Research Income 2009-12 including Categories 1, 2 and 3

More information on past and current SoSS research income is included in Section 4. A guide to obtaining and administering research funding is provided in Sections 5 and 6.

SoSS research highlight

Outstanding scholarship – ARC Future Fellow Associate Professor Sarah Maddison

In 2010, Sarah Maddison was awarded the prestigious Australian Research Council Future Fellowship to support her project Reconciling nations: What can Australia learn from the international experience of democratic dialogue? Sarah is one of three Future Fellows currently working in SOSS. Her project draws on international experience to explore the capacity for facilitated, democratic dialogue to revitalise the Australian reconciliation process. Using innovative case study research and an original applied theoretical approach, the project will develop new methods for resolving intercultural conflict in Australia.

In the second half of 2014, Sarah will take up a Visiting Fellowship at the Institute for the Study of Human Rights at Columbia University in New York City. From 2010 to 2014, the Future Fellowship provides over $600,000 to support this important work.

¹ Based on FASS Report, ‘Higher Education Research Data Collection (HERDC) 2009-2012 FASS Performance’. This includes Categories 1, 2 and 3 income.
Higher Degree Research (HDR) students are important contributors to the production of high quality research in SoSS. The School’s stimulating research environment continues to attract research students from around the world. In 2012, four of our faculty were recipients of ARC Postgraduate Council Supervisor Awards for their outstanding work in engaging and guiding HDR candidates. There is more information on the HDR program and key contacts for HDR support in Section 7.

Our research strengths and priorities

The School approaches research strategically. This means that we support and reward the highest quality and broadest reach of research outputs that contribute to and clearly align with School, Faculty and University guidelines, aims and strengths. There is more information on these in Section 3.

We currently have five priority areas for research, each representing a major theme in the study of the social. The framework for linking these research areas with Faculty and University goals is outlined in the chart on the following page.

Our priority areas for research are:

- Justice, crime and governance
- Cultural, political and social theory
- Government and policy
- Globalisation and development
- Environment, security and sustainability.
SoSS strategic research framework

UNSW aspiration
To continuously improve our position as a leading research-intensive university in the Asia-Pacific region, focusing on contemporary and social issues through defined strengths in professional, scientific and technological fields.

FASS aspiration
To be recognised internationally as a progressive and socially engaged Faculty, with distinctive strengths in scholarship across the contemporary humanities, the social sciences and the creative and performing arts.

Our research achievements
- Publication of our research in outlets of high standing internationally
- Best practice in identifying and obtaining research support
- Internationally recognised research staff and distinguished visitors
- International reputation as a top research school in social science
- Increasing number of HDR students as a proportion of our student body

Our research process
- Extensive collaboration with colleagues in the research process
- Effective engagement with industry and the community
- Research conducted according to highest ethical standards
- Rigorous analysis and reporting of research achievements
- Supportive and collegiate research culture

Our research priorities
- Justice, crime and governance
- Cultural, political and social theory
- Government and policy
- Globalisation, development and society
- Environment, security and sustainability

We produce world-class research to inspire, improve and challenge understandings of the social world.
Our research culture

The way we conduct our research is informed by our shared commitment to collaboration, collegiality and integrity. The School is committed at every level of management to facilitating and developing a research environment in which all its members - both staff and students - feel connected and supported as they participate and engage in the production of high quality research. In real terms, this means that our researchers operate in an environment where research networks are actively supported, research priorities are openly and clearly articulated and there is mutual accountability for achieving results.

We submit our work to rigorous review and provide opportunities for the exchange of constructive critical feedback. Our researchers are visible and active in mentoring and sharing their achievements with others through the dissemination of their research, including seminars and other activities. SoSS actively works to build a culture of engagement for HDR students through seminars and events that bring students and staff together to share ideas and interests in research and scholarly activity.

Our strong commitment to collaboration extends beyond the boundaries of the University and enables socially responsible and mutually beneficial partnerships with industry, community and government organisations (domestic and international). SoSS researchers constitute significant voices in scholarly and public debates across diverse areas of expertise. There is more information on our programs to support professional and research skills development as well as researcher roles and responsibilities in Sections 6 and 7.

SoSS research highlight

International engagement – Associate Professor Laura Shepherd

Laura Shepherd, with a colleague from Monash University, created the ‘Women, Peace and Security Academic Collective’ (WPSAC) in 2012 to engage with the Australian government during its term on the United Nations Security Council 2013-2014. The WPSAC is the first of its kind, representing a group of academics dedicated to using their research and scholarship to inform advocacy around a specific set of issues.

WPSAC has undertaken a range of activities to promote knowledge of the WPS agenda at the community and government levels including consulting directly with the Department of Foreign Affairs and Trade and hosting a series of events to raise awareness of women, peace and security. The Sydney event was hosted at UNSW with funding from SOSS. The theme was ‘Young Women’s Voices’ and we had speakers from Young UN Women, Young Women’s International League for Peace and Freedom, the World Association of Girl Guides and Scouts and Amnesty International Australia.
Our research funding process

SoSS research activities are funded from a variety of internal and external sources. As well as funding for specific research projects, support is also available for publications, conference travel, research promotion and special studies. Funds are also available to attract distinguished visitors to work with the School.

The School’s own research funds are allocated through the SoSS Research Committee made up of staff from across the School. The Research Committee is chaired by the School’s Research Convenor. Funding is allocated in accordance with our stated research priorities. Funding is also made available for collegiate activities such as networks, conferences, seminars and professional development. As well as allocating funding, this committee has a central role in obtaining and administering our research income.

Funds for major research are typically sourced from external providers such as the Australian Research Council, other government organisations, industry and not-for-profit sectors in Australia and internationally. As discussed earlier, SoSS has been very successful in securing research funds from this extremely competitive marketplace.

A key resource for staff looking to obtain and manage research grants, contract research and consultancies is the UNSW Research Gateway web page. It provides important information about:

- Funding schemes currently open;
- Grants and announcements related to research at UNSW;
- Information for Research Students;
- Research Training and Development;
- Information for Post-Doctoral Researchers;
- Policies, procedures and forms for Researchers and Research Students.

The Faculty of Arts and Social Sciences research web page also provides information and links about research funding opportunities.

There is more information on strategies for finding research funding opportunities, School policies for applying for research grants and governance of research funds in Sections 5 and 6.
2. UNSW AND FASS RESEARCH STRENGTHS

SoSS areas of research strength

In support of UNSW and FASS research strategies, the School of Social Sciences creates and disseminates original scholarly knowledge, critical understanding and creative achievement across various research strengths, to the benefit of the University’s students, peers and the general public.

There are four sources of research priority that all SoSS staff should consult regularly, particularly, but not only, when applying for funding (internal and external). These are Australian Government priorities, UNSW Research Strengths, Faculty Research Strengths and School Areas of Research Strength.

The Australian Government’s Strategic Research Priorities (SRPs) are designed ‘to drive investment in areas that are of immediate and critical importance to Australia and its place in the world’ (DVCR). Further info is at http://www.innovation.gov.au/Research/Pages/StrategicResearchPriorities.aspx.

The five priorities are:

- Living in a changing environment;
- Promoting population health and wellbeing;
- Managing our food and water assets;
- Securing Australia’s place in a changing world;
- Lifting productivity and economic growth.

Our research in SoSS speaks particularly to the University research strengths:

- Social policy, government and health policy;
- Water, environment and sustainability;
- Defence and security.

The Faculty of Arts and Social Sciences at UNSW (FASS) disseminates original scholarly knowledge, critical understanding and creative achievement in our research strengths, to the benefit of our students, peers and the public. Faculty research strengths include:

- Informing social change: social policy, education and health;
- Understanding and doing: contemporary humanities and creative arts;
- Acting globally: security, development and international studies.

Within the broader Faculty and in line with University research strategies, SoSS research speaks most clearly to ‘informing social change’ (which includes the areas of Criminology, Health and Wellbeing at the Margins and Social Policy) and ‘acting globally’ (which includes the areas of Area Studies: Australian, Asian, American, European, Environmental Humanities and Social Sciences, Globalisation and Governance, Development and Sustainability and Human Rights and Refugees).

The School approaches research strategically, which means that it seeks to support and reward the highest quality and broadest reach of research outputs. School staff are funded for research activities within the School where their research activities contribute to and clearly align with School, Faculty and University guidelines, aims and strengths.

There are several areas across which staff and students in the School conduct their research:

<table>
<thead>
<tr>
<th>The Social</th>
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</thead>
<tbody>
<tr>
<td>Justice, Crime and Governance</td>
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</table>

Through critical and socially informed analysis, the design and application of innovative methods and the creation of new knowledges, scholars in SoSS produce pioneering research of theoretical sophistication and practical applicability. Our strategic research framework guides our researchers in developing new ways of understanding, and responding to, the continual transformation of our highly interconnected world. SoSS researchers are leading theoreticians and practitioners in their fields, exploring the complexity of the human experience, addressing critical social issues, shaping effective policy and developing the capacity of individuals and communities. How do governments develop effective policies to serve an increasingly diverse and complex society? What leads people to criminality and how do our legal, policy and social frameworks best respond? How do we develop an effective and fairer education system for the next generation, with changing educational technologies, new modes of learning and greater pressures on educational outcomes? What is the impact of globalisation on politics, societies, economies and cultures at the local, national, and global levels, from health and security to global governance and human rights? Our researchers ask significant questions that interrogate the social, political, cultural and economic contexts in which we live.
Faculty Aims, Goals and Activities

The Faculty of Arts and Social Sciences (FASS) views highly talented researchers as its backbone. FASS provides support and guidance to its academics, from higher degree candidates, to early career researchers through to well established scholars in the unique environment of arts, humanities and social sciences research.

The Faculty provides a range of research initiatives and funding schemes, designed to assist, reward and recognise researchers’ efforts, promote wider intellectual collaboration and build on the Faculty’s strong research culture. Scholars are expected to be collaborative and collegial, to lead and mentor early career researchers and research candidates and to actively support Faculty research initiatives, processes and outcomes.

The faculty’s key tasks, goals, activities and achievements include:

- Identifying and supporting suitably qualified internal and external applicants for funded fellowships, awards and research positions in areas of research strengths.
- Identifying, articulating and profiling areas of Faculty research excellence and strength.
- Implementing and continually refining supports that contribute to a strong research environment in FASS and that promote intellectual collaboration.
- Monitoring and developing the measurement of research activity across UNSW.
- Publicising the achievements of the Humanities, Social Sciences and Creative and Performing Arts, improving the external profiling of FASS research and continuing to implement strong internal research communication.
- Asserting the importance of the Humanities, Social Sciences and Creative and Performing Arts by tracking and measuring research impact in relation to the broader community.
- Contributing to the effective management of Research Centres.
- Allocating resources to assist academics, schools and centres to meet research priorities.
- Achieving budgeted financial results.
3. RESEARCH ENVIRONMENT

About SoSS

UNSW is a sector and world leader in research in the Humanities, Social Sciences and Creative and Performing Arts. In 2013 UNSW ranked 85th in the Times Higher Education World University Rankings. These are the only global university performance tables to judge world-class universities across all of their core missions (teaching, research, knowledge transfer and international outlook). The position puts UNSW in the top 5 of Australian institutions. In the same year, these rankings placed Social Sciences at UNSW as 33rd in the world.

In the 2012 Excellence in Research Australia Initiative (ERA, a national assessment of University sector quality), UNSW ranked first in nine areas and outright first in three areas, two of which are due directly to the contributions of SoSS researchers: Policy and Administration and Other Studies in Human Society. UNSW also ranked second in the country in another field related to SoSS research strengths, Studies in Human Society. Each of these three ERA areas are directly related to research across the School’s five research strengths (justice, crime and governance, cultural, political and social theory, government and policy, globalisation, development and society and environment, security and sustainability).

The School of Social Sciences is one of four Schools in the Faculty of Arts and Social Sciences at UNSW. Its researchers are scholars are at the forefront of a rich range of social science and humanities disciplines and professions, including development studies, anthropology, criminology, sociology, social work, international relations, policy and political science. SoSS scholars are both committed to and consistently rated as excellent in their research fields, generating research with social impact, community engagement and intellectual rigour. Its academics are active in both theoretical and empirical research and are successful in receiving regular funding from both national competitive sources such as the Australian Research Council and individual research contracts from government and other organisations. They contribute expert opinion and scholarly knowledge to many policy fields, including social policy, economic policy, education policy, public policy, criminal justice policy, industry policy and development policy. SoSS researchers are widely published, garnering a variety of awards and producing leading publications including books, conference papers, editorials, and research articles in prominent international and Australian publications. The School has strong links with the international research community and has an established visitor program. Its
research graduates occupy leading positions in research institutes, academia, and both the public sector and private sector in Australia and abroad.

Our research aims and goals

The School’s purpose, as a research-intensive unit within a highly rated Group of 8 institution, is to enable, support and promote research in the Social Sciences. School staff are encouraged and supported in their dissemination of original and expert scholarly knowledge. School structures, procedures and support initiatives are designed to enable the production of research that is widely recognised for its intellectual excellence and social impact. The School encourages and sustains this high quality research output through its research activities, disciplinary clusters, research centres and networks.

SoSS research highlight

Erasmus Mundus Scholarship – Professor Vicky Kirby

In 2013, Vick Kirby received an Erasmus Mundus Scholarship (Gemma) for tenure in the Netherlands Research School of Gender Studies, Utrecht University. This is a competitive award from the European Union that provided for a two-month stay. The Gemma Programme involves a consortium of Gender Studies departments whose students have access to classes in all participating institutions. Vicky taught two graduate seminars, gave a master class on her book, Judith Butler: Live Theory, and keynoted the National Conference on Gender Studies: Doing Gender in the Netherlands: Taking Turns in Feminist Theory (Centre for Gender and Diversity, Maastricht University).

The great advantage of this scholarship is the opportunity to network with other European scholars and to further these liaisons into the future.

The Faculty of Arts and Social Sciences at UNSW works to be recognised internationally as a progressive and socially engaged Faculty, with distinctive strengths in its scholarship output across the Arts and Social Sciences. In line with Faculty strategic intent, SoSS works with the following key research objectives:

- To maintain the School’s position as a leader in research in its fields of study, maintaining and developing our reputation for cutting edge social science research.
- To sustain an environment of research collaboration, collegiality and academic integrity that encourages, supports and promotes innovative, high quality and
internationally relevant research activities and output in line with our research strengths.

- To enable the production of research of breadth, depth and scope through the active support of strategic research priorities, our research culture and research centres and networks.
- To build capacity for its researchers, at higher degree and post-PhD levels, to create work that challenges disciplinary and methodological boundaries.
- To provide mentorship and leadership to current and emerging scholars in engaging in and producing research activities and output of international relevance and standing.
- To continue our track record of excellent external engagement, maintaining our position as a valued partner to industry, community and government organisations, domestically and internationally, and to be heard as an increasingly respected and authoritative voice in public debate.

**SoSS research highlight**

**The meaning of rights across cultures: an exploration of the interpretation of the human rights framework in refugee settlement.**

In 2013 Associate Professor Eileen Pittaway, Dr Linda Bartolomei and Professor Richard Hugman were awarded a three-year Australian Research Council Linkage grant to examine the meaning of rights for refugees in Australia. This project will work with refugees and service providers to identify misunderstandings and assumptions of knowledge about the human rights framework that informs the provision of settlement services, and to develop models of service provision to assist refugees and service providers address the problems identified. It will add to the theoretical framework of settlement and integration that informs refugee policy at a national and international level. Dr Rebecca Eckert from the Centre for Refugee Research has been appointed as the Senior Research Associate on the project. The research team will work in collaboration with four industry partners from the refugee settlement sector, AMES Victoria, STARTTS, Townsville Multicultural Support Group and QPASTT.
Research Environment

The School seeks to encourage and reward the continued production of high quality research informed by a shared set of values and principles. These values and principles are the practices of collaboration, collegiality and integrity in all matters related to research. The School is committed at every level of management to facilitating and developing a research environment in which its members (both staff and students) feel connected and supported as they participate and engage in the production of high quality research. The structures we have established within the School of Social Sciences to support and promote the production of research will be explained over the course of this Handbook. School members should use this Handbook to guide and inform their research practice. Further resources and contacts are contained herein.

It is the role and responsibility of the School Research Chair to help and guide members of the School in the production of their research activities and output and School members should direct any research-related questions to the Chair of the School Research Committee.

The School's research activities are central to building a collaborative, collegiate and diligent culture. School researchers are expected to design and pursue a research path and track record that is coherent, responsible and collegial. Resources for research funding within the School are allocated to support and develop the highest quality and reach of research output possible, including collegiate activities that support these ends. Research networks are actively supported in their activities and staff are encouraged to engage in research network events. School researchers are visible and active in mentoring and sharing their achievements with others in the school through the dissemination of their research, including through seminars and other activities. The school actively works to build a culture of engagement for HDR students through seminars and events that bring students and staff together to share ideas and interests in research and scholarly activity.

HDR students are integral to the culture and practices of the School, its values and continued successes and the collaborative and collegiate nature of the School’s research culture enables the School to attract and retain research and academic staff and postgraduate students of the highest quality. In providing such high quality, and widely respected, research, the School’s learning and teaching activities benefit from the research-led structure of the School. Students at all levels are thus able, and encouraged, to engage with researchers who are positioned at
the vanguard of their disciplines. Since our teaching programmes are designed to align with the research activities of the staff in the School, valuable opportunities for staff to draw on and connect their research with their teaching activities are sustained and reproduced. The centrality of research in School activity also enables new and ongoing partnerships with industry, community and government organisations (domestic and international) and means that School researchers constitute significant voices across a range of public debates.

The School of Social Sciences has two research centres, the Centre for Refugee Research, the Centre for Gender Related Violence Studies. It has four research networks (the Globalisation and Governance Network, the Biopolitical Studies Research Network, the Social Research and Policy Network and the Gender Violence Research Network). These networks work to facilitate discussion, debate and research within their specific areas of focus. The networks also aim to develop and further build on existing research synergies, collaboration and the exchange of ideas within the network, UNSW and the broader community. Networks organise regular workshops and symposiums where international, national and UNSW based researchers presenting current research projects and interests.

The School has three Postdoctoral Research Fellows, Dr. Alan Bloomfield, Dr. Christian Downie and Dr. Adam Lockyer. It is home to no less than three highly regarded ARC Future Fellows, Associate Professor Geoffrey Brahm Levey, Associate Professor Sarah Maddison and Professor Louise Chappell. In June 2012, Professor Eileen Pittaway, Director of the Centre for Refugee Research, became a Member of the Order of Australia (2012) for her service to the refugee community, particularly women and girls, as a researcher, educator, publisher and lobbyist.
Our performance (Australian and world research measures)

Excellence in Research for Australia (ERA)

The Australian Research Council administers the Excellence in Research for Australia (ERA), which aims to identify and promote excellence across the full spectrum of research activity in Australia’s higher education institutions. The ERA evaluates the quality of the research undertaken in Australian universities against national and international benchmarks. The ratings are determined and moderated by committees of eminent researchers, drawn from Australia and overseas. The unit of evaluation is broadly defined as the Field of Research (FoR) within an institution based on the Australia and New Zealand Standard Classification (ANZSRC). The higher the ERA score, the higher the perceived quality of researcher publications.

SoSS research highlight

Academic and Community Collaboration – Professor Elizabeth Fernandez and Dr. Jung-Sook Lee

In 2013 Elizabeth Fernandez and Jung-Sook Lee established an important academic and community collaboration to explore the long-term outcomes for the ‘Forgotten Australians’ – people who lived in institutional and other forms of out-of-home care between 1930 and 1990. The research is supported by an ARC Linkage Grant and will explore the life experiences of care leavers who, as children, lived in institutions such as orphanages and children’s homes and other forms of out of home care. The findings will be of great value to policymakers, funders and providers of care.

The partners in this research project include community groups representing care leavers and child welfare organisations as well as service providers. The project will run from 2013 to 2016.

For the purposes of ERA 2012, disciplines were defined as four- or two-digit Fields of Research (FoR) codes, as identified in the Australian Bureau of Statistics Australian and New Zealand Standard Research Classification (ANZSRC) 2008. The ANZSRC is available at http://arc.gov.au/era/ANZSRC.htm. In 15 out of 20 FoRs (or 70%), research staff in FASS scored a 4 or 5, placing them ‘above’ or ‘well above’ world standard. Across 95% of our relevant FoRs (or 19 of 20), researchers scored a 3 or higher, placing the Faculty at, above or well above world standard. In 2012, UNSW ranked in the top 3 universities across the country in 15 of the 20 (or 75%) of our research areas.
FASS subjects ranked outright first (that is, no other Universities shared first place with us) in three areas: Policy and Administration, Other Studies in Human Society and Film, Television and Digital Media. UNSW ranked equal first in Studies in Creative Arts and Writing and History and Archaeology, second in Studies in Human Society. Details on the School’s Excellence in Research performance is provided in the table below.

### SoSS Excellence in Research (ERA) scores 2010-2012

<table>
<thead>
<tr>
<th>FoR Code</th>
<th>Description</th>
<th>2012 ERA UNSW Score</th>
<th>2010 ERA UNSW Score</th>
<th>2012 Average</th>
<th>2010 Average</th>
<th>Ranking cf Other Unis 2012</th>
<th>Ranking cf Other Unis 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Studies in Human Society</td>
<td>4</td>
<td>4</td>
<td>2.7</td>
<td>2.5</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>1601</td>
<td>Anthropology</td>
<td>3</td>
<td>2</td>
<td>3.2</td>
<td>3.1</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>1602</td>
<td>Criminology</td>
<td>3</td>
<td>4</td>
<td>2.8</td>
<td>2.5</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>1604</td>
<td>Human Geography</td>
<td>-</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>14</td>
</tr>
<tr>
<td>1605</td>
<td>Policy and Administration</td>
<td>5</td>
<td>4</td>
<td>2.6</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1606</td>
<td>Political Science</td>
<td>3</td>
<td>3</td>
<td>3.2</td>
<td>2.3</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>1607</td>
<td>Social Work</td>
<td>4</td>
<td>4</td>
<td>2.9</td>
<td>2.8</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>1608</td>
<td>Sociology</td>
<td>4</td>
<td>4</td>
<td>2.9</td>
<td>2.4</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>1699</td>
<td>Other Studies in Human Society</td>
<td>4</td>
<td>4</td>
<td>3.3</td>
<td>2.6</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

### Academic World Ranking of Universities (ARWU)

Formerly the Shanghai Jiao-Tong Index ([http://www.shanghairanking.com/index.html](http://www.shanghairanking.com/index.html)), ARWU ranks universities by several indicators of academic or research performance including the number of Nobel Laureates, Fields Medallists, Highly Cited Researchers and papers published in Nature or Science. In addition, universities with significant amount of papers indexed by Science Citation Index-Expanded (SCIE) and Social Science Citation Index (SSCI) are also included. In total, more than 1,000 universities are actually ranked and the best 500 are
published on the web. For each indicator, the highest scoring institution is assigned a score of 100 and other institutions are calculated as a percentage of the top score. An institution’s rank reflects the number of institutions that sit above it.

UNSW has maintained a stable ranking in the ARWU system falling within the 151-200 ranking band. In 2012, UNSW improved its ranking taking it into the 101-150 band.

However, ARWU rankings have several issues that influence its score in terms of FASS and SoSS researchers:

- The rankings only focus on research indicators at the exclusion of teaching and education;
- Measures are of extraordinary performance achievements (such as Nobels and Fields) and are not necessarily a reliable measure of consistent quality.
- There is an obvious discipline-specific bias in these rankings (which fail to cover the Humanities).

Quacquarelli Symonds (QS) World University Subject Rankings

The QS Subject Rankings have recently been issued by QS for the last 3 years. The subject rankings are based on 70,000 surveys (academic and employer reputation), research citations and a research impact measure based on Scopus data.

UNSW ranked 49th worldwide on the 2011 QS World University Rankings, one of only four Australian institutions to make the top 50.

Of the 30 subjects covered in the 2013 rankings, UNSW has 19 subjects ranked in the world’s top 50. UNSW’s subject rankings improved from 2012 to 2013, with 23 out of 28 subject areas recording an improvement in ranked position. 5 subjects recorded a drop in ranking. History was a new subject in this year’s rankings and UNSW entered the subject rankings with a rank of 65.

Overall, the QS ranking increased for all FASS disciplines except for two in 2012-2013.
SoSS performance on Quacquarelli Symonds (QS) World University Subject Rankings

<table>
<thead>
<tr>
<th>Subject</th>
<th>2013</th>
<th>2012</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS &amp; HUMANITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Language and Literature</td>
<td>47</td>
<td>79</td>
<td>32</td>
</tr>
<tr>
<td>History</td>
<td>65</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Linguistics</td>
<td>110</td>
<td>116</td>
<td>6</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>79</td>
<td>125</td>
<td>46</td>
</tr>
<tr>
<td>Philosophy</td>
<td>68</td>
<td>71</td>
<td>3</td>
</tr>
<tr>
<td>Geography</td>
<td>47</td>
<td>72</td>
<td>25</td>
</tr>
<tr>
<td>SOCIAL SCIENCES &amp; MANAGEMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication and Media Studies</td>
<td>39</td>
<td>49</td>
<td>10</td>
</tr>
<tr>
<td>Education</td>
<td>19</td>
<td>30</td>
<td>11</td>
</tr>
<tr>
<td>Politics and International Studies</td>
<td>59</td>
<td>46</td>
<td>-13</td>
</tr>
<tr>
<td>Sociology</td>
<td>69</td>
<td>50</td>
<td>-19</td>
</tr>
<tr>
<td>Statistics and Operational Research</td>
<td>38</td>
<td>41</td>
<td>3</td>
</tr>
</tbody>
</table>

(For more information, see [http://www.topuniversities.com](http://www.topuniversities.com). 2014 information is due to be published in March 2014)
4. OBTAINING RESEARCH FUNDING

Strategies for finding research funding

The University and Faculty webpages are important sources of information and advice for researchers (see http://research.unsw.edu.au/grant-news and https://www.arts.unsw.edu.au/research/research-culture/research-support/). The Faculty Research Office (FRO) is responsible for the implementation of the Faculty’s research strategy. This includes improving and maintaining research performance, leading and contributing to research culture and providing consistent, effective support and guidance. Information about grant schemes and opportunities is relayed frequently from the FRO and researchers should keep up-to-date with all information supplied through the FRO.

The UNSW Research Gateway (http://research.unsw.edu.au) is also a significant source for School staff of information on research funding. It provides a list of current research funding opportunities as well as important information on preparing and submitting competitive grant and tender applications. This includes confirming deadlines, accessing application forms and guidelines, and soliciting strategic and legal advice.

The UNSW Research Gateway provides researchers with information about:

- Funding schemes now open
- Grants and announcements related to research at UNSW
- Information for Research Students
- Research Training and Development
- Information for Post-Doctoral Researchers
- Policies, procedures and forms for Researchers and Research Students

The UNSW Research Gateway provides a wide range of information on research funding. To get the most out of it, try these tips:

- **Subscribe to Grant News**: email grantsnews@unsw.edu.au with 'subscribe grant-news' in the body of the message.

- **Review Previous Grants News Newsletters**: visit http://research.unsw.edu.au/grant-news and open the attachments available in “Related Documents”, (see right-hand column when you open the link).
• Regularly check the Current Funding Opportunities page on the Research Gateway: [http://research.unsw.edu.au/current-funding-opportunities](http://research.unsw.edu.au/current-funding-opportunities) for a list of schemes currently accepting proposals. Remember you will need to check the Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) websites as well. There is more detail about these sites below.

As well as the UNSW Research gateway, there are other important sources of information of research funding. Try these ideas as well:

• **Use the SPIN Database:** SPIN is a search engine database that allows researchers to access details about potential funding sources, both local and overseas: [http://australia.infoed.org/spin/spinmain.asp](http://australia.infoed.org/spin/spinmain.asp).

• **Carefully monitor ARC and NHMRC developments:** the Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) are the major and most significant source of funding for Australian researchers. Regularly visit the ARC ([http://www.arc.gov.au/](http://www.arc.gov.au/)) and NHMRC ([http://www.nhmrc.gov.au/](http://www.nhmrc.gov.au/)) websites to check for changes to key dates and updates to major schemes. You will also receive regular updates on ARC and NHMRC Schemes from the Grants Management Office and Research Strategy Office when you subscribe to Grants News.

• **Subscribe to newsletters** from both national and international funding bodies.

• **Talk to colleagues in SoSS:** asking for advice or discussing your situation and needs with colleagues in your area of expertise can uncover new leads for funding opportunities.

• **Talk to colleagues at conferences or workshops:** networking is a valuable source of information and insight- investigate the experiences of other researchers and invite their suggestions where possible.

• **Attend UNSW workshops and information sessions:** the Division of Research runs a comprehensive (and popular) series of programs and activities for UNSW Research Academics, Research Candidates and Early Career Researchers over the course of each year. More details can be found at: [http://research.unsw.edu.au/training-development-research-academics](http://research.unsw.edu.au/training-development-research-academics).
• **Consider joining a research project team in a supporting role:** many researchers have found that involvement in a research project team is a way to learn about navigating the research funding environment, and helps to build contacts for future funding opportunities.

• **Broaden your horizons to include international funding:** there are a number of international funding opportunities available to Australian researchers including US Government Funding programs (National Institutes of Health, US Department of Defence, Research Office of the US Army, etc.) and the EU Seventh Framework Programme for Research. There is a dedicated [International Funding](#) page on the Research Gateway with further information.

• **Undertake some Contract/Consulting Research:** working with a partner (industry, government, and not-for-profit) to complete contract or consulting research is just as rewarding as securing grant funding and can often lead to further research opportunities. It can also help establish a track record in managing and leading a research project or lay the ground work to help support a grant funding proposal. If you have a partner in mind, contact the [Research Partnerships Unit](#) for assistance.

The Research Gateway is also a portal to a range of specialist support services that can assist with each stage of obtaining and administering research funding. The roles of four key UNSW service providers – the Grants Management Office (GMO), the Research Strategy Office (RSO), the Research Partnerships Office (RPO) and the UNSW Foundation – are summarised in the chart on the following page (this chart is courtesy of the Faculty Research Office, FRO).
Grants Management Office (GMO)
https://research.unsw.edu.au/about-grants-management-office
Facilitating the research efforts of UNSW staff
mogrant-office@unsw.edu.au
Louise (Grants - FASS) Ext #54465
Susanne (Team Leader) Ext #56989

Research Strategy Office (RSO)
https://research.unsw.edu.au/units/research-strategy-office
Assisting to secure research funding from competitive granting schemes
enquiries.rso@unsw.edu.au

Research Partnerships (RPO)
https://research.unsw.edu.au/units/research-partnerships
Facilitating partnerships with industry, governments & affiliated institutions
research partnerships@unsw.edu.au
Warwick Dawson Ext # 57929

Foundation
Promotes philanthropy, sponsorships, and alumni appeals
amfoundation@unsw.edu.au
Alison Repaud Ext #58661

PRE-AWARD
✓ Research grant compliance advice (interpreting funding rules & eligibility)
✓ Grant training and information sessions
✓ Checklists/toolkits for grant applicants
✓ Alerts & info about upcoming funding rounds
✓ Access and support for grant IT systems use (i.e. InfoEd, ARC RMS, NHMRC RGMS)
✓ Application submission & University sign-off

POST-AWARD
✓ Sign off/acceptance of grants & legal advice
✓ Ethics clearances (human & animal)
✓ Record maintenance in InfoEd
✓ Invoicing funding agencies
✓ Monitoring reporting needs/deliverables & ensuring continued compliance

✓ Provide research funding advice on an as-needed basis (not compulsory)
✓ Assist with strategic application elements & overall grantsmanship
✓ Provide strategic ‘lay review’ of applications prior to submission (complementary to GMO)
✓ Identify opportunities: strategic awards/prizes
✓ Training to support major funding schemes

✓ Assist with contract research & consulting
✓ Advice on external engagements/tenders
✓ Assist with tenders/proposals/budgets
✓ Identify & develop research partnerships & strengthen existing relationships
✓ Act as a point of contact for external partners
✓ Promotion of UNSW research expertise
✓ Training and workshops

The UNSW Foundation office promotes philanthropy, sponsorships, and alumni appeals to support the University’s goals in research, faculty projects, scholarships, community engagement and capital works.

The Foundation can also assist with various types of funding:
Non-contract grants; Gifts/ donations; Sponsorships; Bequests; Event related income

✓ Contract preparation – negotiation, acceptance and relationship management
Applying for funding

To help locate or once you have found a possible source of research funding, School researchers should:

- **Talk to the Research Strategy Office (RSO):** the Research Strategy Office ([http://research.unsw.edu.au/units/research-strategy-office](http://research.unsw.edu.au/units/research-strategy-office)) is available to advise you on applying for funding from competitive sources. They work with the philosophy of “right scheme, right project”, and will counsel you regarding the suitability of your application for your proposed scheme, fellowship or prize. The RSO will also provide a “lay review” of your application.

- **Visit the RSO Library:** the Research Strategy Office houses a library of successful ARC and NHMRC grant applications from the following funding programs:

  **ARC**
  - Discovery Early Career Researcher Award (DECRA)
  - Discovery Projects
  - Future Fellowships
  - Linkage Projects
  - ARC Centres of Excellence (copies of the Centres of Excellence annual reports may be borrowed from the Research Strategy Office)

  **NHMRC**
  - Project Grants
  - Program Grants
  - Career Development Fellowships
  - Partnership Grants
  - Early Career Fellowships (previously Training (Postdoctoral) Fellowships
  - Centres of Research Excellence

Access to the RSO Library is restricted to UNSW employees and research students. The applications may only be viewed at the Research Strategy Office, and may not be emailed, borrowed or photocopied. To make an appointment to review the applications, contact Scott Hoggan via [s.hoggan@unsw.edu.au](mailto:s.hoggan@unsw.edu.au), or ext. 55600.

- **Talk to the Grants Management Office (GMO):** if you decide to go ahead with a grant funding proposal, tell the GMO as soon as possible. You can find them at [http://research.unsw.edu.au/units/gmo-grants-management-office](http://research.unsw.edu.au/units/gmo-grants-management-office). The GMO can assist with compliance and eligibility review of your proposal, review of your proposed budget; provide official University sign-off and submission to the funding body. Please
note that many funding schemes have a UNSW internal deadline, which is 1-2 weeks before the funding body’s deadline. Please talk to the GMO before the UNSW internal deadline to ensure you get the benefit of all of our services.

Whenever you apply for funding, a copy of the application must be submitted to the GMO.

- **Review the budget guidelines and current Pricing Tool for externally funded research:** Your research budget will need to conform to UNSW guidelines for pricing research. Information on preparing a research proposal and budget is provided in Attachment 2. The [UNSW Research Pricing Tool](https://research.unsw.edu.au/grants-and-contracts/pricing-tool), which calculates indirect costs of conducting research at UNSW, is available via the Research Gateway.

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**Deadlines**

The internal deadline for submission of grant applications to the UNSW Grants Management Office is two weeks prior to the external deadline (excluding ARC and NHMRC schemes). This timeframe allows the Office to provide comprehensive advice on the readability of your grant application and to ensure that it complies with UNSW policies and sponsor requirements. The actual deadline for application submission will be provided in the information we circulate by web and email about the funding opportunity.
Categories of external research funding and examples of funding schemes

For administrative and reporting purposes research funding is categorised by source. The four key categories of external research funding and their defining criteria are summarised in the table on the following page along with examples of funding schemes. More information on each category is also available at the Australian Government Department of Industry Research webpage. More information on funding opportunities is available via the Research Gateway.

Internal schemes and grants

Support for SoSS researchers is also available from a range of internal research funding schemes and grants administered by the Faculty of Arts and Social Sciences and the School itself. Funds are available to support the preparation of research publications, conference travel, workshop organisation, release from teaching and the promotion of research. These funds are generally distributed via the SOSS Research Convenor and Faculty Research Committee.

Faculty research support

Academic staff are able to apply for funding for activities that support or lead to the production of research (such as refereed publications, external grant applications and seed funding for small research projects).

These strategic research priority funds are intended to assist staff in their pursuit of high quality research that is likely to contribute to the research outcomes, and to the delivery of the research strategy of the Faculty and UNSW. Desirable outcomes include but are not limited to:

- Research projects that attract Category 1 grant funding;
- Publications in high quality journals;
- Books and book chapters with highly regarded international publishers;
- Highly ranked creative outputs.
## Categories of external research funding and example schemes

### Category of research funding

#### Category 1: Australian Competitive Grants
Commonwealth Competitive Research Funding and other Non-Commonwealth Competitive Research Schemes.

- Funds provided on a nationally competitive basis and clearly be for research only.
- Nationally advertised and available to universities throughout Australia.
- Well-defined mechanism for competition and selection by a well-qualified panel.
- Funds provided through direct transfer from the funding agency to the higher education institution.
- Grants in kind such as the use of facilities, equipment etc. or subsidised travel or accommodation are not eligible.

<table>
<thead>
<tr>
<th>Example Schemes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Research Council</td>
</tr>
<tr>
<td>National Health and Medical Council</td>
</tr>
</tbody>
</table>

#### Category 2: Other Public Sector Research Funding
Any other research income received from the Australian Government that is not eligible for inclusion as Category 1 research income.

- Research income from Australian Government business enterprises.
- Research income (including contract research) from both state and local governments including state government business enterprises and partly government owned or funded bodies.
- Research income from Category 1 grants in which the reporting University was not a core participant or participant (i.e. was not a signatory to the Commonwealth Agreement during the reporting period).

<table>
<thead>
<tr>
<th>Example Schemes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia-India Council Grants Program</td>
</tr>
<tr>
<td>DoHA- Commonwealth Home and Community Care Funding (2013-2015) – North Brisbane Region</td>
</tr>
<tr>
<td>ATSE Australia-China Emerging Future Leaders in Low Emissions Coal Technology Fellowship- contact <a href="mailto:mygrants.gmo@unsw.edu.au">mygrants.gmo@unsw.edu.au</a> for application forms.</td>
</tr>
</tbody>
</table>
### Category of research funding

<table>
<thead>
<tr>
<th>Category 3: Industry and other Funding for Research</th>
<th>Key criteria</th>
<th>Example Schemes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Australian:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contracts;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Grants;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Donations, bequests and foundations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>International A:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Competitive, peer-reviewed research grant income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>from non-Australian industry or non-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Australian Government agencies including</td>
<td></td>
<td></td>
</tr>
<tr>
<td>non-Australian industry collaborative research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>grants.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>International B:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other income from non-Australian Industry or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governments that cannot be included in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International A research income such as:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Contracts;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Grants;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Donations, bequests and foundations.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 4: Cooperative Research Centre Funding</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Research income derived from Australian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government grants to CRCs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Research income derived from non-HEP members of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRCs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Research income derived from third parties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>contributing to CRCs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information in this table has been sourced from [http://research.vu.edu.au/incomeCategory.php](http://research.vu.edu.au/incomeCategory.php).
In 2013 the Faculty Research Office introduced three new grant schemes. These will also run in 2014:

- A Distinguished Visitor Scheme (closing date April 30th, 2014);
- A Collaborative Research Scheme (closing date April 30th, 2014 for funding during the second half of 2014);
- The Dean’s Research Awards (a call for nominations is announced by the Faculty office).

Please view the Faculty’s Research Funding page for details.

Faculty Special Studies Program (SSP)

The Faculty allows for a period of release for staff to engage in research, which is called the Special Studies Program (SSP). SSP is a period of release from normal duties to engage in research (or other scholarly work or to undertake a project related to teaching or to academic administration). SSP is recognised as a key mechanism for attracting, retaining and developing academic staff.

Eligibility is granted at the discretion of the Dean, however it is normally available to research active academics who have been at the University for at least 3 years, and is normally for a 6 month period, but may be granted for shorter or longer periods (of up to 12 months) where an appropriate case is made.

For more details about SSP, please discuss with the Head of School and ask your Faculty HR Consultant.

Associated documents:
- Special Studies Program (SSP) Policy
- Special Studies Program (SSP) - Procedural Guidelines

SoSS research support

The following schemes and initiatives are administered and run through the Research Committee of the School of Social Sciences, aided by the associated templates and protocols authorised by the Associate Dean Research on recommendation from the Research Committee:

- Faculty Research Grants (FRGs). FRGs exist to help develop competitive applications to a Category 1 external funding agency, to support publications in quality
publication outlets, to support cross-disciplinary research and all types of research linked to clear and achievable outcomes.

- **Early Career Research Grants (ECRGs).** ECRGs exist to support the production of research outcomes for early career researchers. They may also be used to support staff whose careers have been interrupted.

- **Research Promotion Grants (RPGs).** RPGs support staff with specific research expenses that can be used to provide them extra time or assistance in meeting existing publishing obligations. They may also be used for publishing (such as editing, indexing and/or translation costs) and workshop subventions.

- **Conference Travel Grants for Staff.** All research active staff, including ECRs, can apply for CTGs to attend conferences that they would otherwise be unable to attend. Participation in these conferences must contribute to the researcher’s, School’s and Faculty’s track record and research profile.

Allocation of funds to individuals and groups under these schemes is the responsibility of the School. It is expected that all Strategic Priority Funds (SPF02) and additional Early Career Research funds will be allocated in one or other of these ways. However, the distribution of funds across the relevant schemes is the responsibility of the School of Social Sciences. Current application guidelines and forms can be found on the School’s shared drive and are also emailed to staff at least once per year (twice for schemes with two rounds). Funding to School researchers is allocated on a competitive basis and researchers should make clear how their applications, if successful, contribute to the School, Faculty and University profile.
## 5. GOVERNING AND REPORTING OUR RESEARCH

### The University at a glance (research)

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Vice-President and Deputy Vice-Chancellor (Research): Professor Les Field** | - Research strategy  
- Research policy  
- Research integrity  
- Research reputation  
- ERA and research performance data  
- Affiliated research institute strategy                                |
| **Pro Vice-Chancellor (Research): Professor Mark Hoffman**            | - International research strategy  
- Research grant strategy  
- Research grant funding  
- Internal research grant schemes  
- Research ethics and research safety  
- Research partnerships with industry  
- Affiliated research institutes  
- Research fellowships  
- Consulting and Contract research  
- eResearch  
- Research enterprise systems                                             |
| **Pro Vice-Chancellor (Research Training) and Dean of Graduate Research: Professor Laura Poole-Warren** | - International researcher strategy  
- HDR strategy  
- HDR candidature recruitment  
- HDR management  
- HDR examination  
- HDR scholarships  
- Postdoctoral/ECR mentoring  
- Researcher development                                                   |
Research Ethics and Compliance Support Director: Dr Ted Rohr
Grants Management Office Director: Daniel Owens
Research Partnerships Unit Director: Warwick Dawson
Research Strategy Office Director: A/Prof Laurent Rivory
Researcher Development Unit Manager: Cecilia Stenstrom
Graduate Research School Director: Margaret O’Byrne
New South Innovations CEO: Dr Kevin Cullen
Research Analysis, Performance and Profile Office Director: Aleks Alimpijevic
Mark Wainwright Analytical Centre Executive Director: A/Prof Grainne Moran

For the full organisational chart of the University’s research structures, please see https://research.unsw.edu.au/document/dvcr_orgchart_current.pdf.

Research governance and SoSS

School research convenor

The governance and monitoring of SoSS research is led by the School’s Research Committee. The Committee’s members consist of staff occupying various roles across the School. It is convened by the Chair of the School Research Committee (also known as the School Research Convenor).

The School Research Convenor provides a research leadership role within the School, including engaging and working with other schools and research centres. The Convenor provides input into the research strategy at School and Faculty level. They are responsible for overseeing the implementation of the research strategy in the School and provide input at Faculty level where required. The Convenor also facilitates the administration of academic staff research in the School and provides advice to the Head of School and the Associate Dean Research (ADR) on research matters.

The responsibilities and duties of the Research Convenor also include sitting on the Faculty Research Committee (chaired by the Associate Dean, Research) and its sub-committees, leading the development of the School’s research strategy (as it relates to and fits with FASS and UNSW research strategies), overseeing the administration and appropriate expenditure of research funding in accordance with the FASS protocol and the School’s policy (including transparent reporting of funds at School and Faculty level), providing research advice to colleagues, offering School-based research induction to new colleagues, providing advice on and verifying HERDC publications, consulting with the ADR on any research integrity matters.
that arise in the School, assisting in finding research mentors for ECRs and facilitating Category 1 grant mentoring and support within the School.

Faculty research office

The Faculty of Arts and Social Sciences employs a Faculty Research Office (FRO) to implement Faculty research strategy, including to maintain and improve research performance and to contribute to Faculty research culture, by providing effective and consistent support. The FRO supports researchers submitting grant applications through:

- Regular meetings with teams and individuals to provide guidance around potential research projects, including funding sources
- Individual advice to research grant applicants
- A library of successful grant applications for reference in the FRO.

Key faculty contacts

[https://www.arts.unsw.edu.au/research/research-culture/research-support/faculty-research-contacts/](https://www.arts.unsw.edu.au/research/research-culture/research-support/faculty-research-contacts/).

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Vice Chancellor (Research)</td>
<td>Prof Les Field</td>
</tr>
<tr>
<td>Dean of the Faculty</td>
<td>Prof James Donald</td>
</tr>
<tr>
<td>Associate Dean, Research</td>
<td>A/Prof Duncan McDuie-Ra</td>
</tr>
<tr>
<td>Research Strategy Manager</td>
<td>Julian Zipparo</td>
</tr>
<tr>
<td>Research Administrator</td>
<td>Christopher Pruze</td>
</tr>
<tr>
<td>Associate Dean, Research Training</td>
<td>Dr Kalervo Gulson</td>
</tr>
</tbody>
</table>

SoSS contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Research Convenor</td>
<td>Dr. Penny Griffin</td>
</tr>
<tr>
<td>ROS Officer</td>
<td>Dr. William Clapton</td>
</tr>
<tr>
<td>School Research Committee Administrator</td>
<td>Ms. Sabrina Angliker</td>
</tr>
<tr>
<td>Postgraduate Research Convenor</td>
<td>Dr Leanne Dowse</td>
</tr>
</tbody>
</table>
Researcher roles and responsibilities

The School expects its staff to maintain their research activity, producing consistent and high quality research output, engaging widely (with their academic peers, communities, disciplines and students) and engaging in their research with collegiality, a spirit of reciprocity and with integrity. In return, the School supports and seeks to develop the intellectual efforts of its staff in making decisions about their research and intellectual efforts that prioritise the integrity, quality, impact and esteem of their work. The School’s allocation of research funding seeks to support and build the research capacity of staff in an efficient, transparent and straightforward manner. When allocating resources to its scholars, the School is committed to investing in high quality, high visibility and highly rated research activities, including the production of published research output, the successful acquisition of external funding for research, the continued strengthening of the activities of our research networks and the furthering of the international context of our research and collaborations.

Maintaining an Accurate Research Profile

Academic staff information can be found in three places:

- Through the Research Gateway;
- Through the UNSW online staff directory (which contains staff details as entered through MyUNSW);
- Through the School website (which links to Faculty pages directly).

The Research Gateway takes information on publications from the University’s Research Output System (ROS). Publication information on the Gateway cannot be entered by staff individually except through ROS.

Since staff profiles are publicly accessible, it is imperative that they contain only the most up-to-date, relevant and accurate information. It is a requirement of academic staff in the School of Social Sciences that they maintain an accurate research profile, checking and inputting their research data regularly and diligently.

Information in the Research Gateway is automatically downloaded to staff profiles on myFASS (and thus, on the School pages). For help with updating Research Gateway profiles, see https://research.unsw.edu.au/profile-page-faqs.
To update any relevant non-publication information about your profile, you must go to myFASS to make changes. If you are finding that your Research Gateway and MyFASS profiles are not matched, please double check that, under 'Update Staff Profile' in MyFASS, you have checked the box that says Display research information from Research Gateway? This adds your photo, publications, FOR codes etc. on to your Faculty page.

Questions regarding research profiles should be directed to the School’s Research Convenor.

**Research Output System (ROS) and Research Data Input**

The University’s research publications system, ROS (https://ros.unsw.edu.au/login.html) connects with JULIA, the Research Gateway, UNSWorks and the UNSW institutional repository. It is essential to University funding and the profiles of its staff that data on all publication output is accurately entered into and verified through ROS.

ROS is designed to help reduce the time and effort spent on managing publication and research outputs across the University. It offers a number of functionalities to support researchers at UNSW:

- Streamlined, and in many cases automated, publications data entry;
- Impact measurements, including H-indexes, citation counts and Altmetrics;
- Easy export options that may assist in the creation of publication lists for CVs, grants and promotion applications;
- Collecting and collating data for HERDC and other research assessment exercises;
- Uploading accurate publication information to the UNSW Research Gateway.

School staff must ensure that their records in ROS are up to date and accurate. They should regularly:

- Check for and respond to messages from the ROS Officer and/or the Research Convenor;
- Check their ‘My Publications’ section in ROS to ensure all pending items have been claimed or rejected;
- Check all publication lists to ensure they are complete, accurate and unduplicated;
- Check the HERDC tab to ensure all eligible publications are nominated for the annual HERDC return.

ROS contains an online guide (https://ros.unsw.edu.au/information.html) and
http://subjectguides.library.unsw.edu.au.wwwproxy0.library.unsw.edu.au/ros) that provides help to staff. The School’s Outreach Librarian (Maryanne Bokan) can also be contacted for assistance.

For ROS assistance and enquiries, contact:
Maryanne Bokan, Faculty Outreach Librarian
Phone +61 2 9385 1169
Email m.bokan@unsw.edu.au

Copyright

Part VB licence of the Copyright Act (1968) allows UNSW staff to copy and print, graphic and digital material for educational purposes without direct permission from the copyright owner. The University is also bound by specific licence agreements signed by UNSW Library and online content providers. Staff must refer to the copyright website for full details on copyright compliance at: http://www.gs.unsw.edu.au/copyright. A short guide to copyright can be found on the UNSW Library Copyright webpage.

Posting Publications to Scholarly Networking Sites

ResearchGate (not to be confused with UNSW’s Research Gateway) and Academia.edu are social networking sites for academics. Academics can connect with others in their discipline and share information about their research including publications. Researchers must be aware that uploading publisher copies of articles to these networks may breach their publisher copyright policies and agreements. Google Scholar now seems to be harvesting content from ResearchGate, which means the distribution of the publisher PDF will be considered systematic. Researchers should contact the Library (Pam Freeland, p.freeland@unsw.edu.au) if they have any questions about any Library related matters.

Where researchers are considering posting unpublished work to online sources, such work cannot be subsequently presented at a later date (say to a journal) as unpublished and therefore original. Particular care would need to be taken in declaring to publishers and through the HERDC process the originality of any scholarly material based in full or in part on previously published work.
Research Integrity

In line with the Australian Code for the Responsible Conduct of Research, UNSW has a series of policies and procedures on how our researchers must conduct their activities in an ethical and professional manner, ensuring validity and accuracy in the collection and reporting of data. These apply to all researchers at UNSW, including research students as well as visiting and conjoint staff. Oversight of the Code is undertaken by the Australian Research Integrity Committee, which was established in 2011.

Researchers must always conduct their research in an ethical and professional manner. Research Integrity is UNSW’s commitment to creating and maintaining an environment that promotes and supports responsible research conduct. The Australian Code for the responsible conduct of Research (NHMRC, ARC, Universities Australia 2007) and the UNSW Research Code of Conduct and related Procedures follow the same key principles. Researchers at UNSW are expected to:

- Demonstrate intellectual integrity and honesty;
- Act with individual and collective responsibility;
- Follow government legislature and statute;
- Undertake responsible research, showing respect for human research participants, animals and the environment;
- Maintain the good stewardship of public resources;
- Acknowledge appropriately the role of others;
- Communicate research results responsibly.

Policies and Guidelines

The various forms, policies and guidelines related to research integrity are all accessible on the following webpage: http://research.unsw.edu.au/policies-and-procedures.

Research involving Aboriginal and Torres Strait Islander peoples MUST be conducted in accordance with the Guidelines for Ethical Conduct in Aboriginal & Torres Strait Islander Health Research and the Guidelines for Ethical Research in Indigenous Studies.

The following general policy and guidelines should also be consulted:
• Ethics: collecting, managing, analysing, and reporting data: National Statement on Ethical Conduct in Human Research and Values and Ethics plus multiple other policies.
• Management of research material and data: Procedure for Handling Research Material & Data.
• Privacy & confidentiality: UNSW Privacy Management Plan.
• Publication: Australian Code for the Responsible Conduct of Research.
• Authorship: Procedure for Authorship & for Resolving Disputes Between Authors.
• Conflicts of interest: UNSW Conflict of Interest Policy.
• Managing your grant: http://research.unsw.edu.au/managing-your-grant.
• Supervision of students/trainees: UNSW Policy on Higher Degree Supervision.
• Breaches of the code and research misconduct: Procedure for Handling Allegations of Research Misconduct.

UNSW takes a “Zero tolerance” approach to research conducted without the required approvals.

Human research ethics at UNSW

Research has a relevant connection to the University if,

• It is carried out using equipment, facilities or premises owned by the University or otherwise under the control of the University;
• It is carried out by any person (either alone or jointly with others) who is a full-time, part-time or conjoint employee of the University, or a person recognised by the University; or
• It involves human participants who are students or staff members of the University, or are otherwise connected with the University in any way.

The University’s Code of Conduct for the Responsible Practice of Research sets out the obligations on all University researchers, staff and students to be aware of the ethical framework governing research at the University and to comply with institutional and regulatory requirements.

UNSW is committed to the highest standard of integrity in research. All human research activities are governed by the principles outlined in the National Statement on Ethical Conduct in Human Research.
The University’s Code of Conduct for the Responsible Practice of Research sets out the obligations on all University researchers, staff and students to be aware of the ethical framework governing research at the University and to comply with institutional and regulatory requirements.

Researchers interested in submitting a research application for ethical review must evaluate the level of risk involved in the research.

**Examples of low and negligible risk applications**

**Low and negligible risk applications:**

Projects involving low and negligible risk must be submitted by the Chief Investigator to the Human Research Ethics Advisory (HREA) Panel associated with the Faculty to which the Chief Investigator belongs to (see https://research.unsw.edu.au/human-research-ethics-advisory-hrea-panels).

Low and negligible risk applications associated with the Department of Education and Training will require ratification by the UNSW Human Research Ethics Committee (HREC).

**More than low risk**

Projects involving more than low risk must be submitted to the Human Research Ethics Committee (HREC).

The HREC has established an Executive that may undertake expedited review of new applications between scheduled meetings, if appropriate. The HREC Executive is also responsible for reviewing and recommending modifications to HREC approved projects and responses to previously considered applications. Executive decisions are submitted to the HREC for ratification.

Guidance on all matters related to human research ethics can be found at https://research.unsw.edu.au/human-research-ethics-unsw. Enquiries should be directed to humanethics@unsw.edu.au. Further links can be found at https://research.unsw.edu.au/sites/all/files/related_files/regular_page_content/human_ethics_useful_links_and_resources.pdf.
Further Information and Contacts regarding Research Ethics

Associate Dean Research - A/Prof Duncan McDuie-Ra (d.mcdowie@unsw.edu.au)

Associate Dean, Research Training - Dr. Kalervo Gulson (k.gulson@unsw.edu.au)

Research Strategy Manager - Julian Zipparo (j.zipparo@unsw.edu.au)

Administrative Assistant - Christopher Pruze (c.pruze@unsw.edu.au)

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**Submitting your Ethics application to HREA Panel B (Arts, Humanities and Law)**

1. Download the [HREA Panel Application Form](http://research.unsw.edu.au/hrea-panel-b-arts-humanities-and-law).
2. Fill in a hard copy of the form with your signature, and create one electronic copy of the completed form.
3. Send one electronic copy by email to [HREApanelB@unsw.edu.au](mailto:HREApanelB@unsw.edu.au) (all electronic files sent must be in one word or PDF document as an attachment); and
4. Send one hard copy signed original application plus one copy to:

   Malory Plummer
   HREA Administrator
   Faculty of Law
   University of New South Wales
   Sydney
   NSW 2052

**Meeting Schedule:** The panel meets by email in response to the receipt of applications. The dates for submission are the same as for the HREC ([http://research.unsw.edu.au/human-ethics-key-dates-and-deadlines](http://research.unsw.edu.au/human-ethics-key-dates-and-deadlines)).

(Taken from: [https://research.unsw.edu.au/hrea-panel-b-arts-humanities-and-law](https://research.unsw.edu.au/hrea-panel-b-arts-humanities-and-law))

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**Publishing and claiming publications**

**Types of publication**

**A1 Books**

Scholarly books are generally considered the gold standard of publications in the Arts and Social Sciences. The quality of the publisher is, however, important and researchers are encouraged to seek out the best possible publishing sources for their manuscripts. Vanity presses should be avoided.

**B1 Book chapters**

Book chapters constitute an important avenue for the dissemination of research across the University. The quality and esteem of the publishers, book editors and the presence of peer review processes is crucial here.
C1 Journal articles
Journal articles contribute a core component of the dissemination of scholarly research. The quality and esteem of the journal, its citational impact, audience reach and the presence of peer review processes is crucial.

E1 Conference proceedings
These include refereed conference papers, which must be published in conference proceedings and peer reviewed.

FoR Codes
FoR codes are Fields of Research codes that all researchers use to denote the methodology used in their research. A full listing of FoR codes can be accessed at http://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument. FoR codes are used to classify research for measurement and inspection purposes. Social science research is largely represented by, but not limited to, FoR Division 16 (Studies in Human Society). Generally speaking, the more FoR codes attached to a piece of research, the harder this research becomes to assign for review. Since an academic discipline is defined by a FoR code, researchers should seek to label their research according to the discipline in which they are located and should minimise the number of FoR codes they use to label their research.

Open Access
Both the Australian Research Council (ARC) and National Health and Medical Research Council (NHMRC) have released Open Access policies that require all ARC/NHMRC funded research or partially funded research to be made publicly available in an open access repository. This ensures that the research is disseminated freely and to as wide an audience as possible. More details are available from the ARC and NHMRC. Adherence to the Open Access policies forms part of the Funding Agreement with these Agencies.

Some publishers are asking researchers to pay fees to be compliant with the Open Access Policy. Researchers should not pay additional fees to publishers to make material Open Access compliant.

The University’s Research Output Systems (ROS) will incorporate open access requirements
from the second quarter 2014.

See [http://research.unsw.edu.au/open-access](http://research.unsw.edu.au/open-access).

**Quality and Impact**

The need to focus on quality publications has been emphasised in the recent ERA process. The systems in place tend to rely on metrics and other pre-defined standards of quality, which may disadvantage some areas.

Factors to consider when determining the most appropriate journals in which to publish your research include:

- Discipline relevance and reaching the desired target audience;
- Journal quality or impact, often determined through use of metrics;
- Prestige of the editorial team, contributors and journal circulation.

The **Impact Factor** and **SCImago Journal Ranking (SJR)** are two common measurements or rankings of journal quality. Both measures look at the number of citations the journal has received.

The Impact Factor used by the [Web of Science](http://wokinfo.com/essays/impact-factor/) is based on the number of current year citations to the source items published in that journal during the previous two years. The JCR provides quantitative tools for ranking, evaluating, categorizing, and comparing journals. The impact factor is one of these; it is a measure of the frequency with which the "average article" in a journal has been cited in a particular year or period. The annual JCR impact factor is a ratio between citations and recent citable items published. Thus, the impact factor of a journal is calculated by dividing the number of current year citations to the source items published in that journal during the previous two years ([http://wokinfo.com/essays/impact-factor/](http://wokinfo.com/essays/impact-factor/)).

Iterative process based on **transfer of prestige** from a journal to another, using current year citations to the source items published in that journal during the previous three years. The SJR can be searched via the [Scopus database](http://wokinfo.com/essays/impact-factor/). The SJR is a measure of scientific influence of scholarly journals that accounts for both the number of citations received by a journal and the importance or prestige of the journals where such citations come from. The SJR indicator, which is inspired by the PageRank algorithm, was developed for extremely large
and heterogeneous journal citation networks. It is a size-independent indicator and it ranks journals by their ‘average prestige per article’ and can be used for journal comparisons in science evaluation processes (http://www.journalmetrics.com/sjr.php).

Both the Web of Science and Scopus can be searched via the UNSW Library website.

Altmetrics

An increasing trend towards article level and “alternative” metrics means that many publishers are now routinely including these on their web pages. They include metrics on how many times your article has been viewed; how many people have included your article in their Mendeley library, counts on social media outlets such as Blogs, Twitter, Facebook and so on. These and other article level metrics are now part of the Altmetric suite of measures that will be soon available in UNSW ROS. These may assist researchers in disciplines for whom standard metrics such as journal impact factors are not available (http://www.altmetric.org).

Measuring Research in the University and HERDC Returns

The Higher Education Research Data Collection (HERDC) comprises research income and research publications data submitted by universities each year. Each year, the department updates the HERDC specifications in consultation with universities and other relevant stakeholders. The HERDC specifications control the collection of higher education research data and are designed to ensure the Australian Government’s research block grants are allocated in a fair and transparent way and to support the policy intent of the funding.

Data collected will be used, along with data from the Higher Education Student Data Collection, for determining allocations to universities for the following programs:

- Research Training Scheme (RTS)
- Australian Postgraduate Awards (APA)
- International Postgraduate Research Scholarships (IPRS)
- Research Infrastructure Block Grants (RIBG)
- Joint Research Engagement (JRE)
- Sustainable Research Excellence (SRE)
6. RESEARCH CAPACITY AND LEARNING

Researcher training

For the Head of School to sign-off their applications for external funding, applicants must demonstrate to the School Research Committee that they have attended the appropriate Faculty and/or University-run training sessions for the funding schemes in question. For more information go to: http://myfass.arts.unsw.edu.au/staffsupport/research-support.php

FASS ARC Support Workshops

The Associate Dean (Research) and Faculty Research Office usually run a series of workshops from November through to February each year to provide intensive support for FASS applicants to Australian Research Council Discovery Projects (DP) and Discovery Early Career Research Awards (DECRA). Each workshop will cover specific aspects of preparing an application, and will include 'special guests' to provide their insights, including previously successful ARC applicants from FASS, staff from the UNSW Research Strategy Office and Grants Management Office, and a former ARC College of Expert member.

A calendar of dates and sessions are available from the FRO. Interested academic staff please contact the FASS Research Strategy Manager Julian Zipparo to be informed of developments such as the release of funding rules, deadlines and available support.

UNSW Training and Development Programs

UNSW researchers and research candidates can access a broad range of research training and development opportunities across the University. All programs offered by the UNSW Training and Development unit for research staff and candidates can be accessed here.

http://research.unsw.edu.au/training-

devolution-research-academics - Programs for early career, mid-career and senior

UNSW researchers (inc. Centre directors)

Programs for higher degree research candidates
enrolled in UNSW research programs

http://research.unsw.edu.au/training-

devolution-research-administrators - Programs for professional and technical staff who
provide administrative support to researchers / research projects
Early Career Researchers

Training for researchers who have been awarded a PhD within five years or, commensurate with a period of significant career interruption, have been awarded a PhD within eight years.

Topics covered include:

- **2013 Researcher Development**
  Target Audience: Research academic staff

- **Grant Compliance Information Sessions**
  Target audiences: ARC / NHMRC grant applicants

- **PGC Practice Sharing Workshop PG**
  Target audiences: Coordinators & academics interested in improving UNSW research training outcomes

- **Playing by the Research Rules Seminar Series**
  Target audiences: Research candidates, their supervisors & ECRs

- **Post PhD Careers Seminars**
  Target audiences: Research candidates & ECRs awarded PhD less than 5 years ago

- **Strategic Grant Information Sessions**
  Target audiences: ARC / NHMRC grant applicants

- **U21 Researcher Mobility Programs**
  Target audiences: Research candidates and ECRs

- **Women in Research**
  Target Audiences: Academic women researchers levels A-E

Higher degree research (HDR) program

UNSW Arts and Social Sciences is committed to attracting and supporting the highest quality postgraduate students. The School of Social Sciences has 130 currently enrolled candidates (this includes those currently in the submission process).

Across the Faculty, the high completion rates for higher degree research and our proven record of excellence in research supervision sets us apart. As one of our PhD or Masters by Research students, students in SoSS are part of an exceptional community of scholars at the
forefront of a wide range of social science and humanities disciplines and professions. Our student cohort is impressive. Our scholars are widely published, producing leading publications including books, conference papers, editorials, and research articles in prominent Australian and international publications. Our research graduates occupy leading positions in research institutes, academia, and both the public sector and private sector in Australia and other countries.

With access to first-rate facilities and to supervisors who are at the forefront of their fields HDR students develop research and professional skills and a broad intellectual sophistication that is prized by employers in industry, the public sector, not-for-profit organisations, and education.

The Faculty has a number of support mechanisms for students so that they are able to get on with developing new and exciting interdisciplinary thinking and findings. Our research culture and community, support schemes, scholarships and funding opportunities are all designed to assist HDR students and inspire them through their graduate research years.

The School’s areas of supervision include:

- Criminology
- Development Studies
- International Relations
- Political Science
- Social Research & Policy
- Social Work
- Sociology & Anthropology

We have two research programs (available in all research areas):

- Master of Arts by Research
- Doctor of Philosophy PhD

For details on how to apply for postgraduate study, please see https://www.arts.unsw.edu.au/future-students/postgraduate-research/how-to-apply/.

For ‘Forms, Procedures and Policies for Research Candidates’ (GRS), see http://research.unsw.edu.au/graduate-research-school-policy-and-procedures.
Annual progress reviews

Each year, in keeping with Graduate Research School policy, the School convenes a review of the progress of each postgraduate research candidate. The School appoints a panel including the Postgraduate Research Coordinator and one other member of the School, as well as the supervisor and co-supervisor.

Annual reviews are an important part of enabling and discussing the continued progress of our HDR cohort and it is a condition of continued enrolment in all research degrees (Masters and PhD) at UNSW that candidates participate in this review procedure. Annual reviews are designed to help students complete their research degree on time by providing them with collegial quality feedback on their research throughout their candidature, and by identifying and remedying any problems that may be hindering the progress of their work. For this reason most candidates find the experience interesting and rewarding rather than ‘testing’.

It is nonetheless an administratively complex process and students should make sure they have fully read and followed annual review procedures, available at https://socialsciences.arts.unsw.edu.au/students/study/postgraduate-research/annual-progress-reviews/.

SoSS Research Exchange Forum (REF)

The SoSS Research Exchange Forum (REF) was established as a venue for students to present their research (as they would at professional events) and participate in professional development opportunities. It is intended as a collegial and supportive environment for trialling the presentation of research that our HDR students are currently engaged in.

The REF has sponsored a number of successful events such as student research presentations and professional development workshops, including workshops on academic writing, qualitative research methods and, since a number of our HDRs also teach in the School, facilitating tutorial classes. For further information on the REF, please email SoSS@unsw.edu.au.
Postgraduate Research Student Support Scheme (PRSS)

The Postgraduate Research Student Support (PRSS) Scheme provides an opportunity for eligible postgraduate researchers to receive financial assistance to present their research at international conferences. The scheme is designed to encourage and support both a global focus and a global exposure for research candidates by enhancing opportunities for professional participation and practice in international research communities. For further information, please see http://research.unsw.edu.au/prss-conference-travel-funds.

Visiting scholars program

A visiting scholars program supports research methods and themes and has included recent visits from law and business management specialist Dr. Jun Chen, qualitative research specialist Professor David Silverman and disability researchers Professors Dan Goodley and Rebecca Lawthom. Please see https://www.arts.unsw.edu.au/research/research-culture/research-support/ for further information.
### 7. LIST OF TERMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academia.edu</strong></td>
<td>Academia.edu is a social networking site for academics. The platform can be used to share papers, monitor their impact, and follow the research in a particular field. See <a href="http://www.academia.edu/">http://www.academia.edu/</a>.</td>
</tr>
<tr>
<td><strong>ARC</strong></td>
<td>Australian Research Council, <a href="http://www.arc.gov.au/">http://www.arc.gov.au/</a></td>
</tr>
<tr>
<td><strong>CTG</strong></td>
<td>Conference Travel Grants for Staff</td>
</tr>
<tr>
<td><strong>ECRG</strong></td>
<td>Early Career Researchers Grants Scheme</td>
</tr>
<tr>
<td><strong>FASS</strong></td>
<td>Faculty of Arts and Social Sciences, <a href="https://socialsciences.arts.unsw.edu.au">https://socialsciences.arts.unsw.edu.au</a></td>
</tr>
<tr>
<td><strong>FoR</strong></td>
<td>Fields of Research codes (<a href="http://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427A8969C225CA2574180004463E?opendocument">http://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427A8969C225CA2574180004463E?opendocument</a>). Social science research is largely represented by, but not limited to, FoR Division 16 (Studies in Human Society).</td>
</tr>
<tr>
<td><strong>FRG</strong></td>
<td>Faculty Research Grants Program</td>
</tr>
<tr>
<td><strong>FRO</strong></td>
<td>Faculty Research Office, <a href="https://www.arts.unsw.edu.au/research/research-culture/research-support/">https://www.arts.unsw.edu.au/research/research-culture/research-support/</a></td>
</tr>
<tr>
<td><strong>GRS</strong></td>
<td>The UNSW Graduate Research School, <a href="http://research.unsw.edu.au/units/graduate-research-school">http://research.unsw.edu.au/units/graduate-research-school</a></td>
</tr>
<tr>
<td><strong>Impact factor</strong></td>
<td>The impact factor (IF) of an <a href="https://www.academia.edu">academic journal</a> is a measure reflecting the average number of citations for recent articles published in the journal. It is frequently used as a proxy for the relative importance of a journal within its field, with journals with higher impact factors deemed to be more important than those with lower ones.</td>
</tr>
<tr>
<td><strong>HDR</strong></td>
<td>Higher Degree Research, see <a href="https://www.arts.unsw.edu.au/future-students/postgraduate-research/">https://www.arts.unsw.edu.au/future-students/postgraduate-research/</a></td>
</tr>
<tr>
<td><strong>HERDC</strong></td>
<td>The Higher Education Research Data Collection (HERDC) comprises of <a href="https://www.arts.unsw.edu.au/redc">research income and research publications data</a> submitted by universities each year.</td>
</tr>
<tr>
<td><strong>HREA</strong></td>
<td>The UNSW Human Research Ethics Advisory (HREA) Panels are concerned with research that has low-risk ethical impact.</td>
</tr>
<tr>
<td><strong>HREC</strong></td>
<td>The UNSW Human Research Ethics Committee (HREC) provides ethical review of research applications for higher-risk research.</td>
</tr>
</tbody>
</table>
**JULIA**

JULIA is UNSW's single source of reporting, data analysis and raw data provider. As an IARO-owned data warehouse for UNSW business intelligence, JULIA enhances strategic decision-making by providing data-driven insights via comprehensive reporting and data analysis for decision makers and information users.

http://julia.unsw.wikispaces.net/

**myUNSW**

The core online access point for **UNSW services** and **information**, integrating online services for applicants, commencing and current students and UNSW staff. See https://my.unsw.edu.au/student/myunswNotice.html.

**NEAF**

National Ethics Application Form

**NHMRC**

National Health and Medical Research Council (http://www.nhmrc.gov.au/)

**REF**

School of Social Sciences Research Exchange Forum

**ResearchGate**

ResearchGate is a social networking site for scientists and researchers to share papers, ask and answer questions, and find collaborators. See http://www.researchgate.net/

**Research Gateway**

The UNSW Research gateway, http://research.unsw.edu.au

**Research Infrastructure Block Grants**

These grants fund the University’s ‘Major Research Equipment and Infrastructure Initiative’, which is designed to provide UNSW with a world-class research environment to attract and retain a critical mass of research excellence. See http://research.unsw.edu.au.

**ROS**


**RPG**

Research Promotion Grant

**RSO**

The UNSW Research Strategy Office (http://research.unsw.edu.au/units/research-strategy-office)

**Scopus**


**SJR**


**UNSW Pricing Tool**

The UNSW Research Pricing Tool has been developed to support UNSW researchers undertaking externally funded research including contract research and consultancy projects, and competitive grants that are not listed on the Australian Competitive Grants Register (ACGR), http://research.unsw.edu.au/unsw-research-pricing-tool

**UNSWWorks**

The online institutional repository of UNSW research output.

**Web of Science**

A platform for accessing data, books, journals, proceedings or patents. Accessible through the Library at
http://www.library.unsw.edu.au/index.html. The WoS also contains the Social Sciences Citation Index, accessed via Web of Science Core Collection. This provides access to bibliographic and citation information on research data, trends, journals and researchers.
Attachment 1: Further information about FASS and SoSS Research Support Schemes

The following requirements apply to all of the FASS and SoSS research support schemes, including both the School initiatives, and those central initiatives being delivered through the Faculty Research Office.

Eligibility

Applicants must be members of the Faculty of Arts and Social Sciences.

Applicant must be ‘research active’ according to UNSW criteria at the time of their application, unless they are Early Career academic staff or have been employed for less than two years at UNSW (or by approval of the ADR). For a definition, see [http://myfass.arts.unsw.edu.au/protocols/documents/def_research_active_unsw_fass.pdf](http://myfass.arts.unsw.edu.au/protocols/documents/def_research_active_unsw_fass.pdf).

*Early Career Researchers (ECR) are Level A and Level B Teaching and Research and Research only staff who have been awarded her/his PhD or equivalent research doctorate within five years of the submission date of their application; or received her/his first academic or research appointment within the last five years. A first academic or research appointment is defined as a Teaching and Research and/or Research only appointment at Level A and Level B, on a continuing or a fixed-term full-time or part-time contract of more than one year. Casual or sessional appointments or individual contracts of one year or less are not counted. Those seeking to apply outside the standard ECR definition i.e. Research career interruption (including non-research employment, misadventure, illness, family and career responsibilities, or a research career not preceded by the award of a PhD of equivalent research doctorate) should make their case to the School/Centre Research Committee, with whom the final decision on ECR status rests.

ECRs must be able to undertake research and be working towards being ‘research active’ (if not already) at the time of their application.
Applicants must be employed by UNSW on a continuing or a fixed-term contract of more than one year. Casual staff, staff on contract of one year or less, and conjoint and emeritus staff are not eligible.

Requirements of the School of Social Sciences

Applications will be considered on a competitive basis at a time determined by the School.

The School of Social Sciences has its own Research Committee for the evaluation of applications and the allocation of funds.

The School determines the number of application rounds and due dates.

The School Research Committee publishes a list of successful applications.

The School is also required to provide a short, but comprehensive report on the use of SPF02 and ECR funds each year on request of the ADR (typically around November). Reports include details of the distribution of funds across the various schemes, the numbers of successful and unsuccessful applicants, amounts awarded and breakdown by level of appointment.

Requirements of individual academics

Staff are required to meet the deadlines set by the School of Social Sciences. Applications received after the deadline will not normally be considered.

Staff receiving substantial research funds or ECR funds aimed at developing research projects for which Category 1 funding will be sought are required to attend grant writing workshops and other forums organised by both the University (through the Grants Management Office, Research Strategy Office and others), as well as by the Faculty, Schools or Centres.

Individual recipients of grants are required to report the outcomes of their grant, usually in June/July the year after their grant was awarded (the guidelines for each funding scheme clearly detail reporting requirements and should be read fully). Eligibility for future funding will be contingent on adequate and timely submission of reporting against the funding received.

Staff are advised to consult the School Manager about the procedure for payment of funds.
**Appeals**

An applicant dissatisfied with the outcome of a proposal must, in the first instance, contact the Chair of the School Research Committee. The Chair will attempt to address any questions on the process that was followed.

If, after discussion with the Chair, an applicant wishes to make an appeal, it should be lodged with the Associate Dean (Research) of the Faculty. The grounds for the appeal should be documented. Appeals may be lodged on issues of process only.

**Grant duration and expenditure**

The duration of the award of funding is common across all schemes. All funds must be expended by early December each year, before the UNSW accounts are closed. Carry-over of funds is not allowed by the University and so no exceptions will be granted. Given this, it is recommended that all funds be allocated by August each year to ensure expenditure by mid-December.

**CONTACT DETAILS**

The Chair of the School of Social Sciences Research Committee, Dr Penny Griffin ([penny.griffin@unsw.edu.au](mailto:penny.griffin@unsw.edu.au)) is the contact for School distributed schemes (Conference Travel Grants for Staff; Faculty Research Grants Program; Early Career Researchers Grants Schemes; Research Promotion Grants).

Contacts for the Faculty distributed schemes (International Distinguished Visitor Program, Collaborative Research Scheme, Deans Research Awards) are:

Julian Zipparo  
Research Strategy Manager ([j.zipparo@unsw.edu.au](mailto:j.zipparo@unsw.edu.au))

Duncan McDue-Ra  
Associate Dean (Research) ([d.mcdue@unsw.edu.au](mailto:d.mcdue@unsw.edu.au))
Attachment 2: Preparing a research proposal and budget

Salaries

The role and function of all staff listed within the research budget must be planned for and justified within the main text of the grant application. With the exception of ARC and NHMRC applications, for which staff salary rates are provided, estimated salaries must include projected increases over the duration of the project, as well as the standard salary on-costs for UNSW employees.

Human Resources provide current rates for employing casual general staff, and on-costs should be added to these: [http://www.hr.unsw.edu.au/hrforms.html](http://www.hr.unsw.edu.au/hrforms.html)

Salary on-costs cover payroll tax, worker’s compensation, leave loading, provision for long service leave, and superannuation. The current on-costs for full-time and fractional appointments are 28.76%, but it is important to check UNSW Research for updates: [http://research.unsw.edu.au/units/grants-management-office](http://research.unsw.edu.au/units/grants-management-office).

The on-costs for casual employees vary according to the whether the employee contributes to a superannuation scheme, and the number of hours worked in a month. To receive advice on on-costs for casual employees, call Human Resources or visit: [http://www.hr.unsw.edu.au/services/salaries/oncosts.html](http://www.hr.unsw.edu.au/services/salaries/oncosts.html).

The development of budgets for project proposal should be discussed with the Business Manager in the first instance to ensure compliance with UNSW policies and procedures and those of the funder.

Infrastructure levy and GST

All applications to granting bodies other than the DEST defined ‘Category 1’ bodies must include a 30% levy of the total budget for infrastructure overheads, which includes a Faculty of Arts & Social Sciences Contribution of 15% (and UNSW 15%). For a complete list of Category I bodies and exemptions, contact UNSW Research or visit: [http://research.unsw.edu.au/units/grants-management-office](http://research.unsw.edu.au/units/grants-management-office).

GST should be added to the total amount of any budgets. All researchers should see the Centre Manager and/or the Finance Officer for up-to-date advice on this.

Travel
Many of the costs associated with travel can be accessed via the Financial Services Department website travel policy, which is regularly updated. This website includes the different amounts UNSW will pay for accommodation and per diems for major locations and for staff of different levels. For the current policy, visit the Travel Portal at: 

All grant budgets should be developed in consultation with the School Manager and should be checked by one of the School’s Finance Officers.

The University has recently introduced a new online travel management system called Serko and changed their preferred suppliers to Voyager or STA (see the SoSS Staff Handbook for more details). UNSW has updated the FAQ’s that provide answers to many queries received since the implementation, which can be found here:
https://www.fin.unsw.edu.au/secure/unsw_allstaff/Travel/TravelFAQs.html

If you have any further queries please contact procurement@unsw.edu.au or ext. 51125.

### Pricing Tool for Externally Funded Research

The UNSW Research Pricing Tool should be used to calculate UNSW indirect costs on externally funded research grants and contracts within the scope of the UNSW Procedure for Pricing Externally Funded Research. All UNSW academic staff should access the pricing tool using z-pass authentication, which requires login to the Research Gateway. Professional staff must be approved to use the tool by completing the Administrative Access form and submitting to: contract.research@unsw.edu.au.

### Budgets


Whenever preparing a grant application budget, please consider if it is possible to include the following items:

- Research staff (incl. increases over time and salary on-costs)
- Casual support, e.g. interviewers (incl. increases & on-costs)
- Transcription (incl. increases and on-costs)
- Data coding/entry (incl. increases and on-costs)
- Travel (airfares, train/bus fares, accommodation, per diems, taxi fares, car hire)
- Car hire or taxi travel to local destinations for data collection
- Participant reimbursement (around $30 per participant for travel, parking etc.)
- Miscellaneous office consumables, including stationery, printing, postage, phone
- Major telephone costs to be incurred during the project
- Major stationery, printing and postage costs to be incurred during the project
- Courier costs (e.g. sending tapes to and from Transcriber)
- Advertisements to employ research staff
- Computer hardware, either desktop and/or laptop for data collection
- Software licences (e.g. Nvivo, SPSS)
- Costs of training courses for any essential skills required for the project
- Access to media archives or costs associated with information access
- Digital audio recorders and tapes, disks & batteries
- Mobile phones or other technology for use in data collection
- Printing costs of interview schedule or questionnaire
- Dissemination costs, e.g. report/fact-sheet design and printing, workshop hosting
- Conference attendance and registration
- Entertainment costs associated with the project (please remember that any entertainment costs incurred by UNSW staff will attract FBT)

Not all of these budget items will apply to all projects and not all funding bodies will be willing to pay for all items. Please ensure that budgets are checked by a Finance Officer and the School Manager before submission.

Except for exempted grants (confirm with Research Services), budgets must include:
- UNSW Infrastructure 30%
- GST 10%

N.B: On-costs will vary; please refer to HR Salaries for current on-costs at the link below:
http://www.hr.unsw.edu.au/online/online_home.html.
Attachment 3: Links to UNSW research policies, procedures and information


Faculty research pages: https://www.arts.unsw.edu.au/research/.


Grant News: http://research.unsw.edu.au/grant-news.


Higher Degree Committees: http://research.unsw.edu.au/higher-degree-committees.


Managing Your Grant: http://research.unsw.edu.au/managing-your-grant.


Research @ UNSW Magazine: http://research.unsw.edu.au/researchunsw-magazine.

Research Integrity: https://research.unsw.edu.au/units/research-integrity.


School research pages: https://socialsciences.arts.unsw.edu.au/research/.

UNSW Research Pages: http://research.unsw.edu.au


